

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8715

Fax: 540.347.5753

NOTIFICATION OF CATALOG DISCOUNTS

DATE: February 19, 2004

CONTRACT NUMBER: #CSOFFM488

CONTRACT PERIOD: January 5, 2004 through January 31, 2005

DISCOUNT: 15% discount on orders using ABC School Supply Learning or Elementary K-6 catalogs. Prices will be taken from the current catalogs in use at the time the order is placed.

EXCLUSIONS: discounts and Free shipping exclude sale flyers, truck drops, promotions and playground equipment. This offer is not available for orders placed over the internet.

CONTRACTOR: ABC School Supply
VN: 630297 2920 Old Tree Drive
Lancaster, PA 17603

Ph: 800-669-4222
Fax: 717-391-6020
Rep: Dawn Peters
www.abcschoolsupply.com

TERMS: Net 30 days

DELIVERY: To Be Determined

FREIGHT: Free freight on all stock items with a minimum of \$100.00. Freight will apply on drop ship items indicated a (truck symbol) next to the item number, playground equipment and sale flyers.

FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer
Phone: 540-428-8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: **This offer does not represent an exclusive or contractual relationship. Three (3) competitive bids are still required for orders greater than \$2000.00**

By: _____
Barb Whitehurst, Buyer

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.